

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 6 February 1952

FROM : Chief, Building Maintenance &amp; Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of January, 1952.

## Volume:

1. Requests for services processed during month of January
  - A. New Requests by memorandum or requisition 320
  - B. On hand prior to January 1 18
  - Total 338
  - C. Written orders placed with G.S.A. 279
  - D. Number on hand no action as of 31 January 33
  - E. On hand 60 days or more and no yet submitted to GSA (Copies attached hereto) // 3
2. Funds obligated (This section submitted January, April, July or October)
  - A. First Quarter Encumbrances
    1. Routine alterations, painting, repairs \$18,398.00
    2. Special Projects
      - a. Renovations (6605) 80,930.00
      - b. Renovations (Other) 3,220.00
      - c. Quarterly (6605) 100.00
      - Total \$84,250.00
    3. Protective Services (GSA Guards)
      - a. 143 reimbursable posts 65,428.00
      - b. 34 non-reimbursable posts
    4. Laborers and Trucks (From GSA) 5,334.00
    - Total Funds Obligated \$70,762.00
3. Sums paid to G.S.A. during January against orders encumbered in first, second and third quarters.
  1. Alterations and Installations \$32,367.35
  2. Guards 56,547.30
  3. Janitorial Services 38.85
  4. Elevator Service 35.18
  - \$88,988.68
4. Work Load Status
  - A. Number of Requests on which orders have been placed but work has not been completed
    - 30 days old 62
    - 60 days old 70
    - 90 days old 44
    - 120 days old 37 //
    - Total 213

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B. Orders submitted to GSA non-reimbursable

In writing	20
Verbal	300
	<u>320</u>

C. Inter-office memorandums	53
Inter-agency letters	15

D. Space moves during January	11
Total personnel moved	159
Man hours by GSA Laborers	1104
Estimated cost	\$1,602.40

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Attachments